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UNITED STATES DEPARTMENT OF AGRICULTURE  
COMMODITY CREDIT CORPORATION  
OFFICE OF SUPPLY  
WASHINGTON 25, D.C.

Index:  
Administration  
Correspondence

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 14.4

Preparation of Envelopes for Correspondence to Regional Offices

Effective immediately, it will only be necessary to prepare envelopes for correspondence addressed to Regional Offices under the following circumstances:

Special Delivery and/or Airmail

Prepare envelopes and indicate on the correspondence and envelopes that the item is to be sent "Special Delivery" and/or "Airmail".


Regular Mail

It will not be necessary to prepare envelopes on regular mail to Regional Offices inasmuch as the mail is sent out in bulk at intervals during the work day to each Regional Office.

Mail to Individuals, Private Organizations and other Government Departments

Envelopes must be prepared for any correspondence addressed to individuals outside the organization, private organizations, and other Government agencies in the field.

Run-Stop envelopes must be prepared for mail to other Government Departments in Washington.

  
Acting Chief, Shipping and Storage Branch

Distribution Code "A"  
August 18, 1945

